

Plainfield Township Park District Park District Park Board of Commissioners
April 11, 2018 Regular Meeting Minutes

The regular monthly meeting of the Plainfield Township Park District, Park Board of Commissioners was held on Wednesday, April 11, 2018 at the Plainfield Township Community Center, 15014 S. Des Plaines Street, Plainfield.

CALL TO ORDER/ROLL CALL/PLEDGE

Vice-President Poling called the meeting to order at 6:02 pm with the following members present: Ayres, Hosford, Poling, Rausch, Steinys and Thoman. Absent: Ludemann. Staff present: Carlo Capalbo, Executive Director, Wendi Calabrese, Director of Administrative Services/Secretary, Paul Pluth, Accountant, Jen Rooks-Lopez, Director of Parks & Planning, Cheryl Crisman, Director of Recreation. There were 8 members of the public in attendance. Commissioner Poling led the pledge to the flag.

PUBLIC COMMENTS

- Tom Bohanek, Natures Crossing Subdivision asked when work would begin on the drain now that the grant has been awarded. Executive Director Capalbo said the contractor with the lowest quote from last year has been contacted and soon as we confirm staff will schedule the work.

CONSENT AGENDA

A motion was made by Commissioner Ayres that the Park Board of Commissioners approve the consent agenda which included:

- a. Minutes of the March 14, 2018 Regular Meeting
 - b. Bills and Claims Check Numbers 97704-97753 Totaling \$1,095,234.14; Bank Drafts 648-675, Totaling \$30,671.37 and Voided Check Number 97738 Totaling 0.00
 - c. Interim Check Numbers 97690-97703 Totaling \$8,891.42 Bank Drafts 622-647 Totaling \$88,067.04; Voided Check Number 97738 Totaling 0.00; March 16, 2018 Payroll Check Numbers 500338-500347 Totaling \$3,212.03 and Direct Deposits 21762-21834 Totaling \$59,060.58; March 30, 2018 Payroll Check Numbers 500348-500358 Totaling \$3,748.96 and Direct Deposits 21835-21908 Totaling \$62,917.03
 - d. Cash Report February, 2018
- Seconded by Commissioner Hosford. Roll Call: Ayres-Yes, Hosford-Yes, Thoman-Yes, Rausch-Yes, Steinys-Yes, Poling-Yes. Motion Carried.

STAFF REPORTS

A. Executive Director

Executive Director Capalbo reported:

- The Prairie Activity & Recreation Center (PARC) construction is on schedule and the goal is to have concrete poured beginning May 2.
- Superintendent Dunfee and the Executive Director have been reviewing sports affiliate pricing structure.
- Trillium has been contacted regarding the Eaton barn and is waiting for them to set a date to come and evaluate.
- The District was awarded the Storm Water Grant.
- Five candidates were interviewed for the Risk Manager position and Paul Crisman, Division Manager Parks and Grounds was selected to move to the Risk Manager position.
- Presented a request from the Plainfield Jr. Women's Club regarding the "You Are Beautiful" campaign.

STAFF REPORTS (continued)

1. Department Directors

Director of Administrative Services

- Director Calabrese distributed marketing update for the first quarter to the Board.

Director of Recreation

- Director Crisman informed the Board that the Easter events were successful; basketball has finished for the season; season staff interviews and hiring are taking place and staff is working on fees for PARC.
- Director Crisman thanked Park Maintenance team members for the field preparation work this spring.

Finance & I.T.

- Accountant Pluth said that staff has completed field work for the audit and should have a draft of the audit next month.

Director of Parks & Planning

- Director Rooks-Lopez reviewed projects completed in 2017; upcoming 2018 projects; staffing and equipment updates and other park maintenance initiatives.

COMMITTEE COMMENTS

A. Capital & Development

Commissioner Thoman reported the committee received an update on the Prairie Activity and Recreation Center.

B. Finance & Liability

Commissioner Ayres said the committee met to review and discuss sport affiliate fees.

C. Personnel & Policy

Committee Chair Poling reported that the committee is continuing work on policies and procedures.

D. Recreation & Marketing – No comments.

E. Governance & Accountability - No comments.

ACTION ITEMS

A. Board Member Conference Expenses

- A motion was made by Commissioner Rausch that the Park Board of Commissioners approve the Travel, Meal, and Lodging Request Form for Commissioner Hosford as presented. Seconded by Commissioner Steinys. Roll Call: Rausch-Yes, Steinys-Yes, Ayres-Yes, Thoman-Yes, Hosford-Abstain, Poling-Yes. Motion Carried.
- A motion was made by Commissioner Thoman that the Park Board of Commissioners approve the Travel, Meal, and Lodging Request Form for Commissioner Ludemann as presented. Seconded by Commissioner Hosford. Roll Call: Thoman-Yes, Hosford-Yes, Rausch-Yes, Ayres-Yes, Steinys-Yes, Poling-Yes. Motion Carried.
- A motion was made by Commissioner Rausch that the Park Board of Commissioners approve the Travel, Meal, and Lodging Request Form for Commissioner Poling as presented. Seconded by Commissioner Ayres. Roll Call: Rausch-Yes, Ayres-Yes, Steinys-Yes, Hosford-Yes, Thoman-Yes, Poling-Abstain. Motion Carried.
- A motion was made by Commissioner Ayres that the Park Board of Commissioners approve the Travel, Meal, and Lodging Request Form for Commissioner Rausch as presented. Seconded by Commissioner Hosford. Roll Call: Ayres-Yes, Hosford-Yes, Thoman-Yes, Rausch-Abstain, Steinys-Yes, Poling-Yes. Motion Carried.

B. Bott Park Annexation Agreement

Additional information is needed prior to making a decision. The item will be placed under old business on the May regular meeting agenda for discussion and possible action.

C. Van Horn Bike Park

The Board discussed the current agreement with Chicago Area Mountain Bikers West (CAMBr) and condition of the bike park. Executive Director Capalbo said he and Director Rooks-Lopez met with CAMBr representatives and CAMBr is still interested in maintaining the park and wants to work with us to continue with the agreement and to include a sunset date to end the agreement if expectations aren't met. The Board consensus was for staff to meet with CAMBr representatives and present District expectations to them and to extend the agreement until October. The Board also directed staff that they can end the agreement at any time prior to October if the expectations and conditions of the District are not being met.

OLD BUSINESS

A. Springbank Trail

Executive Director Capalbo said he has been in conversations with Plainfield Township and will present additional information in closed session.

NEW BUSINESS

No new business.

BOARD INITIATIVES

A. Establishment of Monthly Committee Meetings

Personnel & Policy May 2 @ 11a RAC

B. Recap of Board Initiatives

- Meet with CAMBr to present expectations and conditions to continue the Bike Park Agreement
- Provide a cost analysis for contracted mowing at the end of the mowing season

COMMISSIONER COMMENTS

- Commissioner Ayres thanked Director Rooks-Lopez for the informative presentation and congratulated Paul Crisman on becoming the Risk Manager.
- Commissioner Hosford congratulated Paul Crisman on becoming the Risk Manager.
- Commissioner Rausch congratulated Paul Crisman on becoming the Risk Manager.
- Commissioner Steinys congratulated Paul Crisman on becoming the Risk Manager.
- Commissioner Thoman congratulated Paul Crisman on becoming the Risk Manager and said that Manager Vargas did a nice job presenting at Coffee with the Mayor.

CLOSED SESSION

A motion was made by Commissioner that the Park Board of Commissioners go in closed session at 7:36 pm as permitted under the Open Meetings Act under; 5 ILCS 120/2.(c)(1) the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; and 5 ILCS 120/2.(c)(5), the purchase or lease of real property including discussing whether a particular parcel should be acquired. Seconded by Commissioner Ayres. Roll Call: Thoman-Yes, Ayres-Yes, Rausch-Yes, Hosford-Yes, Steinys-Yes, Poling-Yes. Motion Carried.

RECONVENE IN OPEN SESSION

A motion was made by Commissioner Hosford that the Board reconvene in open session at 8:44 pm. Seconded by Commissioner Ayres. Roll Call: Hosford-Yes, Ayres-Yes, Steinys-Yes, Rausch-Yes, Thoman-Yes, Poling-Yes. Motion Carried.

ACTION FOR ITEMS DISCUSSED IN CLOSED SESSION

No action was taken.

ADJOURN

A motion was made by Commissioner Ayres to adjourn the meeting at 8:45 pm. Seconded by Commissioner Hosford. Ayes – 6 Nays – 0. The meeting was adjourned at 8:45 pm.

Respectfully submitted,



Wendi Calabrese, Secretary

Unapproved